

Tab 8

Supporting Docs (Eligibility)

- ☐ Franchise Documents
- ☐ Business/Stock/Asset Purchase Agreements
- ☐ Real Estate Purchase Agreements
- ☐ Other Agreements

Franchise Documents

- Required when the applicant is a franchise. (*see SOP pgs 95 & 215*)
- ☐ An executed *Certification of Franchise* documents.
or (if not available)
- ☐ A complete copy of the Franchise Agreement, including any required addendums, & FTC Disclosure Report.
- Required when the franchise is not listed on the franchise registry.
- May also include:
 - ☐ Licensing Agreement
 - ☐ Dealer Sales Agreement
 - ☐ Fuel Supply Agreement
- See Franchise Registry at <http://www.franchiseregistry.com/>

Business/Stock/Asset Purchase Agreements

- Required when the business/stock/other assets will be purchased with the proceeds of this loan.

Real Estate Purchase Agreements

- Required when real estate will be purchased with the proceeds of this loan.

Other Agreements

Tab 9

Supporting Docs (Collateral)

- ☐ Real Estate Appraisal
- ☐ Environmental Investigation Reports
- ☐ Lease Agreement

Real Estate Appraisal

- Required at time of submission if the SBA-guaranteed loan is greater than \$250,000 and is collateralized by commercial real property; or when lender owned real estate (OREO) is being financed. Otherwise, it may be a condition of closing. (see SOP, pages 187-189)

Environmental Investigation Reports

- Required when a security interest is taken in commercial real property.

Lease Agreement

- With terms (*including options to renew*) at least as long as the term of the loan, if applicable.

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Supporting Docs (Other)

Such as:

- ☐ Articles of Organization
- ☐ Business License
- ☐ Documentation of Lawsuits/Judgments/Bankruptcy

Note: Although these documents should be retained in your file, it is rarely necessary to submit any of them to SBA.